

## Minutes of the Housing Authority of the County of Dodge

The Dodge County Housing Authority met Wednesday, September 23, 2015 in the board room of the Housing Authority office located at 491 E Center Street, Juneau, Wisconsin.

The meeting was called to order at 8:30 am by Glenn Stousland, Chairman.

Roll Call: Glenn Stousland, Chairman, Mary Reak, Eugene Wurtz, Shirley Kitchen, Ken Neumann

Also Present: Donna Braun, Executive Director and Jamie Rhodes, Housing Supervisor

Pledge of Allegiance

Verification of proper meeting posting

Motion was made by Mary Reak to approve the agenda. The motion was Ken Neumann. Motion carried.

Motion was made by Shirley Kitchen and seconded by Eugene Wurtz to dispense the reading of the August 26, 2015 minutes and approve them as presented. Motion carried.

Public Forum: None

Communications: None

The Financial reports were reviewed. A motion was made by Shirley Kitchen and seconded by Mary Reak to approve the financial reports as presented. Motion carried.

Bills for Dodge 1, 6, OGLLC, HA and HUD were presented. A Motion was made by Mary Reak and seconded by Ken Neumann to approve the bills and pay as due. Motion carried.

Unfinished Business:

11. A Dodge 1, 6 and OGLLC Occupancy Report for period September 2015.

Theresa	12-12	Burnett	12-11	Iron Ridge	8-7	Waupun	48-47
Ashippun	12-12	Lowell	12-11	Juneau	15-13	Oak Gove	24-22
Reeseville	14-14	Hustisford	14-14	Beaver Dam	17-14		

Progress report on Housing Choice Voucher Section 8 Program: Vouchers – 139 + 2 port out

Occupancy report- Reviewed details of the occupancy report.

Maintenance report- Juneau Lift 5 year 500 lb. tests performed fine. Emergency phone connection update complete. Finished 2 Juneau units, working on another Juneau unit and finished ADA Burnett unit. Will be remodeling another Burnett unit. Remodel downstairs apartment in Juneau. Replaced Lowell fire panel. We replaced the batteries but the system would still not reset from trouble status. This was the original panel from 1979. Last year we replaced Burnett and Hustisford.

Tenant/Program participation report- Burnett eviction filed- court on September 24<sup>th</sup>. Other tenant and social worker coming. Requested officers from police report.

Theresa tenant disorderly conduct and apartment condition. Held Reeseville annual tenant meeting. Addressing fleas in Reeseville issued 5 day to tenant. Followed up with CCS Service facilitator. Issued Reeseville tenants notice to vacate for income too high. Higher than 48,000 for two people.

HUD- Received additional funds for port set aside. Continue to add. Goal is to utilize 97% of the available funds for the year but HUD recommends 6-8% “reserve” balance. We are on track to spend approximately 93% of total funds.

Management report-RD Triennial review was 8/5. On 9/11 RD completed the remaining building visits. Affirmative Fair Housing Marketing Plans were approved. Horicon annual apartment inspections 10/9, NEF annual visit is scheduled for 10/20. Oak Grove additional Law & Ordinance insurance-required by investor. Working on Snow bids for upcoming season.

WAHA training- Session on Voucher updates and HIPPA privacy aspect. HUD has developed a resource locator. Also you tube training for staff and Lead the Way training for board and staff. Anne from HUD had circumstances which prevented her from scheduling a visit to our office. We will stay in contact in the next few months. WAHA is looking for a new logo, prize awarded for winning logo.

#### Old Business:

Tenant Handbook Update - A motion was made by Eugene Wurtz to prove the tenant handbook. The motion was seconded by Mary Reak Motion carried

#### New Business:

Fair Market Rents - A motion was made by Shirley Kitchen to approve the payment standards pending the finalization of fair market rents. The motion was seconded by Ken Neumann. Motion carried.

Oak Grove Budget - A motion was made by Ken Neumann to approve the Oak Grove budget. The motion was seconded by Mary Reak Motion carried.

Health Insurance Options - Department of Employee trust funds now offer option of dental with Health Insurance. We will continue to offer dental as before without change. Also new is an opt-out option incentive.

Board tours will October 22, 2015 at the 8:00 am beginning in Juneau.

The next meeting of the Dodge County Housing Authority is scheduled for October 28, 2015 at 8:30am.

A motion was made by Shirley Kitchen to adjourn. The motion was seconded by Mary Reak Motion carried.

Meeting adjourned at 9:58 a.m.

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Glenn Stousland, Chairperson

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Donna Braun, Executive Director



## DODGE COUNTY HOUSING AUTHORITY

491 East Center Street

Juneau, WI 53039

Office 920-386-2866

Fax Number 920-386-2725

### OCCUPANCY REPORT---Rural Development

September 1, 2015

Move-Outs/Move Ins

October 1, 2015

#### Dodge 1

Theresa 12-12

Ashippun 12-12

Reeseville 14-14

Burnett 12-11

Hustisford 14-14

Lowell 12-11

Iron Ridge 8-7

Juneau 15-13

Beaver Dam 17-14

Total Vacancies 116 -108

Percent Vacancy 6.9%

1 M/O over income

Transfer from Waupun

1 M/O to nursing home

Theresa 12-12

Ashippun 12-12

Reeseville 14-13

Burnett 12-11

Hustisford 14-14

Lowell 12-11

Iron Ridge 8-8

Juneau 15-12

Beaver Dam 17-14

Total Vacancies 116 - 107

Percent Vacancy 7.8%

#### Dodge 6

Waupun 48- 47

Total Vacancies 48-1

Percent vacancy 2.1%

Transfer to Iron Ridge

1 M/O to nursing home

Waupun 48-46

48 - 2

Percent Vacancy 2.1%

#### Dodge 8/OGLLC

Oak Grove 24 -22

Percent Vacancy 8.3%

Oak Grove 24-22

Percent Vacancy 8.3%

### **HUD HOUSING CHOICE VOUCHER PROGRAM**

**September 1, 2015**

Total program participants paid by Dodge County 139 + 2 port out = 141 total

**October 1, 2015**

Less 0 household removed

Less 1 voucher searching

Less 1 Port out

Added 1 New

Added 0 voucher searching back on program

Program Participants in Dodge County 139

Paying for port out 1

Total program participants we are paying for 140

Current program participants searching 2

Current Vouchers Issued 11 as of 10/13/15, 4 lease up 11/1/15. 7 remain will expire

Waiting List / with local preference, and not very low 1455/1748

Prepared - October 13, 2015

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